



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 13, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer 

Board of Supervisors
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MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
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Fifth District

COMMUNITY AND SENIOR SERVICES - MANAGEMENT APPOINTMENT

Consistent with the Board policy on managerial appointments, we have reviewed and recommend Board approval of Ms. Cynthia Banks, Director of Community and Senior Services Department (CSS), request to appoint Ms. Joyce Washington to the position of Assistant Director, Community and Senior Services Department, (UC), Item 8230A. The recommended annual salary of \$136,161 will place Ms. Washington on MAPP Tier I Salary Range 13 which represents an eight percent salary increase.

Ms. Washington has over 38 years of professional managerial experience. For approximately seven of those years, she served as Division Chief with the Department of Public Social Services (DPSS) in the General Relief and Food Stamp Division and most recently as Acting Departmental Human Resources Manager III in the Human Resources Division. Ms. Washington holds a Master of Arts Degree in Organization Management and Bachelor of Arts Degree in Management Studies from the University of Phoenix.

Currently, Ms. Washington is responsible for managing all aspects of human resource programs, services and operations at DPSS. She manages a staff of 239, through four Administrative Services Manager III's, who provide human resources customer service support to DPSS staff. As Acting Departmental Human Resources Manager III, some of her notable accomplishments include: (1) Development of a Memorandum of Understanding with the Office of Affirmative Action Compliance (OAAC) to investigate employment discrimination complaints involving DPSS; (2) Established the OAAC and Internal Affairs Taskforce and effectively completed over 500 investigations; (3) Developed and implemented the Centralized Long-Term Leave of Absence project;

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(4) Successfully issued new employee identification badges to approximately 13,000 departmental employees; (5) Developed and implemented the Departmental Mentorship Program in 2008; and (6) Eliminated the backlog of investigations in the Internal Affairs and Equal Employment Opportunity Compliance Sections and established processing time benchmarks for the Civil Service Liaison Unit.

Ms. Washington will serve as the Administrative Deputy and will be responsible for managing, through subordinate managers, the activities of the Administrative Services Branch. The Administrative Services Branch responsibilities include fiscal, budget, human resources, procurement, facilities management, revenue enhancement, and other related administrative functions. Her overall County experience and seasoned managerial skill-set will make her a critical asset to Ms. Banks' leadership team.

Based on this information, we recommend the approval of Ms. Banks' request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by June 22, 2011, we will move forward and authorize the appointment.

Please contact Rosemary Gutierrez at (213) 974-0564 if you have any questions or need additional information.

WTF:AJ:DS
RMG:ljp

c: Executive Officer, Board of Supervisors
Director of Personnel

CSS.bm